
Program Memorandum Intermediaries/Carriers

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal AB-01-133

Date: SEPTEMBER 24, 2001

CHANGE REQUEST 1870

SUBJECT: Interim Instructions – Document and Correspondence Name Transition from Health Care Financing Administration (HCFA) to Centers for Medicare & Medicaid Services (CMS)

A June 14, 2001 press release announced that the name of the Health Care Financing Administration (HCFA) was changed to the Centers for Medicare & Medicaid Services (CMS). The purpose of this Program Memorandum (PM) is to provide you with interim instructions on how to address documents (only paper), correspondence and other inventory during the name change transition.

No standard systems changes are to be made to implement these interim instructions.

I. Existing Stock

You are to utilize all current paper inventory, stationery, etc. with the HCFA name and/or alpha representation until that inventory is depleted. Use your discretion as to which paper documents and where on documents the following statement should be noted:

“Now the Centers for Medicare & Medicaid Services (CMS)”

If you have not already done so, you may begin to notify providers of the name change through provider bulletins, newsletters, training materials or any other method you choose.

Do not change your web-sites at this time. Wait for final instructions.

II. Reordering Stock

If you should need to place a new order, order inventory with the agency’s new name for 6 months at a time. Attachments A and B are **only** examples. You may place your company information where you chose to on the letterhead and on the envelopes. It is entirely at your discretion as to where you place “Centers for Medicare & Medicaid Services”
(formerly Health Care Financing Administration).

An alpha representation is not available at this time.

Final instructions regarding the name change to CMS and the new alpha representation will follow in the near future.

A subset of Medicare contractors is currently working with CMS on developing final instructions.

Attachments

The *effective date* for this PM is September 24, 2001.

The *implementation date* for this PM is September 24, 2001.

These instructions should be implemented within your current operating budget.

This PM may be discarded September 24, 2002.

If you have any questions, contact Whitney May, Center for Medicare Management at (410) 786-0490 or at Wmay@cms.hhs.gov.

CMS-Pub. 60AB

Attachment A

Example of CMS Letterhead



DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services
(formerly Health Care Financing Administration)

Attachment B

Example of CMS Envelope

DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services
200 INDEPENDENCE AVENUE, S.W.
WASHINGTON, DC 20201

OFFICIAL BUSINESS